

AGENCY: U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)

TITLE: Indoor Air Quality Projects in EPA Region 10 (2008)

ACTION: Request for Proposals (RFP)

RFA NO: EPA-R10-IAQ-01-08

CATALOG OF FEDERAL DOMESTIC ASSISTANCE (CFDA) NO: 66.034

DATES: RFP Issued: *February 25, 2008*
Closing Date: *April 4, 2008, 5:00 p.m. Pacific Standard Time (PST)*
Proposals must be postmarked or received by EPA Region 10 or through grants.gov by the closing date and time. **No late proposal will be accepted.**
Expected Start Date of Selected Grant(s): *On or after 09/01/2008*

SUMMARY:

EPA Region 10 is soliciting proposals from organizations to fund indoor air quality (IAQ) projects that address any of the four grant program priority areas: Assistance on adoptions of EPA's *IAQ Tools for Schools* program; indoor asthma triggers education and exposure reduction; Environmental Tobacco Smoke (ETS) education and exposure reduction; general IAQ training, education, and outreach. The statutory authority for this funding opportunity is provided under the Clean Air Act (CAA) Section 103(b).

FUNDING/AWARDS:

EPA Region 10 plans to award up to six project grants in fiscal year 2008 of between \$15,000 and \$35,000 each with a total of approximately \$130,000 available for all awards. Total funding for fiscal year 2008 will depend on funding availability and the quality of proposals. In fiscal year 2007 Region 10's Indoor Air, and State and Tribal Air programs awarded a total of \$180,000 in grants.

CONTENTS BY SECTION

- I. Funding Opportunity Description
- II. Award Information
- III. Eligibility Information
- IV. Application and Submission Information
- V. Application Review Information
- VI. Award Administration
- VII. Agency Contacts
- VIII. Other Information

Section I – Funding Opportunity Description

A. Background

The goal of Region 10's Indoor Air Program is to decrease health effects caused by poor IAQ by improving both knowledge of IAQ and actual indoor environmental conditions. Comparative risk studies performed by EPA and its Science Advisory Board have ranked indoor air pollution among the top five environmental risks to public health. Indoor air pollutants can both cause asthma and make existing asthma symptoms worse, among other health problems. Children may be especially vulnerable to these health effects. EPA estimates that indoor air levels of many pollutants may be 2-5 times, and occasionally more than 100 times, higher than outdoor levels. These levels are of particular concern because it is estimated that most people spend as much as 90% of their time indoors.

B. EPA Strategic Plan Linkage and Anticipate Output/Outcomes

1) Linkage to EPA Strategic Plan

This competitive funding announcement supports EPA's Goal 1: Clean Air and Global Climate Change; Objective 1.2 Healthier Indoor Air; Sub-objective 1.1.1 – More People Breathing Cleaner Air

2) Outputs

Applicants are responsible for quantifying environmental health related outputs for proposed demonstration, training, education and/or outreach project activities. Project outputs should aim to increase the awareness, capacity and action of the public to reduce exposure to indoor air pollution. Examples of outputs include, but are not limited to:

- The number of schools that will be adopting *IAQ Tools for Schools*, number of children that will be served, number of school nurses to be trained,
- The number of trainings to be held,
- The number of supplies/brochures to be distributed.

3) Outcomes

Applicants are responsible for achieving substantial measurable environmental outcomes that demonstrate progress towards achieving project goals, objectives, and long-term environmental health benefits. Project outcome should have measures of health or environmental improvements that resulted from the project outputs. Examples of outcomes include, but are not limited to:

- Reduction in school days missed because of illness,
- Reduction in reported asthma attacks,
- Measurable changes in indoor air,
- Increased public knowledge.

C. Program Priority Areas

Proposals must address one or more of the following areas and any specific requirements that apply to proposals in those areas as stated below. ***In addition, proposals must be intended to serve either tribal communities or State/local communities and this must be identified in the proposal.***

1) Schools

According to the U.S. Department of Education's National Center for Education Statistics, in 1999, 43% of America's public schools reported at least one unsatisfactory environmental condition (i.e., lighting, heating, ventilation, indoor air quality, acoustics or noise control). Approximately 25% of public schools reported that ventilation was unsatisfactory, while IAQ was reported to be unsatisfactory in about 20% of schools. Further reports from the U.S. General Accountability Office indicate that public elementary and secondary schools in the U.S. need guidance about how to identify, prevent, and correct environmental problems in school buildings that can impact the health and comfort of students and staff and result in increased human health risks such as asthma attacks. These problems are often related to improper operation, deferred maintenance of building facilities, as well as poor design, construction and/or renovation practices. Poor IAQ can impact the comfort and health of students and staff, which in turn can affect concentration, attendance, and student performance.

EPA's goal is to ensure good IAQ management practices are used in urban, suburban, rural, and tribal K-12 public and private schools nationwide and promote holistic approaches that help schools address the entire range of environmental issues that they face. In 1995, EPA developed the voluntary *Indoor Air Quality Tools for Schools (IAQ TFS)* kit in response to complaints of poor indoor air quality in schools and the alarming rise in cases of asthma among school and preschool age children. The kit provides step-by-step guidance that enables schools to prevent, identify, and resolve indoor air quality problems in order to provide a healthier learning and teaching environment. In 2003, EPA released the web-based *IAQ Design Tools for Schools* to assist school facility planners, designers and others involved in the planning and construction of school facilities in creating high performance school facilities that provide superior indoor air quality while also saving energy and resources. In October 2005, EPA released a unique software tool to help school districts establish and manage comprehensive voluntary school facility self-assessment programs. Together, these tools and resources can be used by school districts to design, build, maintain and continually evaluate their school facilities for key environmental, safety and health issues and protect the health and safety of children and staff. EPA's goal is for all schools to use *IAQ TFS*, or comparable IAQ practices, to ensure a strong IAQ management plans and subsequent improved IAQ in schools.

Projects under this priority must provide, at the minimum, a letter of commitment from a school district demonstrating support, cooperation and coordination for the project.

2) Indoor Asthma Trigger

An estimated 20 million people in the United States have asthma, including 6 million children. The number of children with asthma has more than doubled since 1980. In addition, there are disturbing and significant racial and ethnic disparities in asthma morbidity and mortality in the United States; African-Americans continue to have higher rates of asthma emergency room visits, hospitalizations, and deaths than Caucasians.

While the mechanisms that cause asthma are complex and prevalence rates vary among population groups, there is substantial evidence that indoor exposures to irritants such as environmental tobacco smoke (ETS) and allergens from house dust mites, pests, molds, and animals play a significant role in triggering asthma episodes, and, in some instances (ETS and dust mites), are causally linked to the development of the disease. For the purpose of this RFA, all asthma irritants and environmental triggers are considered pollutants.

A recent EPA survey found that while fifty-eight percent of all people with asthma have had their personal asthma triggers diagnosed by a physician, less than thirty percent of people with asthma are taking all of the essential actions to reduce their exposure to indoor environmental asthma triggers. Additionally, children with asthma were just as likely to be exposed to ETS in their home as children in general and ETS exposure is significantly higher in households at or below the poverty-level and in households with a lower educational level (less than a college degree).

3) Environmental Tobacco Smoke (ETS)

Environmental tobacco smoke poses risks to all segments of the population; however children are especially vulnerable because they are still growing and developing. Exposure to environmental tobacco smoke causes serious health effects in children, including bronchitis, pneumonia, ear infections, worsened asthma, and has been associated with sudden infant death syndrome. For children, particularly young children, the most likely place of exposure is their home. In the U.S., 11% of homes with children aged six and younger currently allow smoking.

4) Public and Commercial Buildings

An estimated 45% of the workforce in office buildings with no use of best IAQ practices report at least one health symptom related to the workplace. In addition, on average there is a reported 3% productivity loss due to IEQ in office buildings. Indoor air quality concerns in public and commercial buildings, such as office buildings, include: inadequate ventilation and pollutants from indoor sources (e.g., building materials, furnishings, cleaning products, pesticides, mold, office equipment, poor operation and maintenance practices, and other occupant activities) and outdoor sources (e.g., trash dumpsters, radon, vehicle exhaust, industrial stacks, construction, pesticide applications and other facility maintenance practices). It is estimated that Americans spend approximately \$12-20 billion dollars annually to improve their indoor air quality.

5) Homes

Some of the major indoor air contaminants found in the home include radon, environmental tobacco smoke, mold, irritant and allergenic asthma triggers, combustion by-products and volatile organic compounds released from cleaning products, building materials, and furnishings. People spend 60% or more of their time in their homes, more than in any other building type and therefore may be potentially exposed to several of these contaminants for extended periods of time. The section on indoor air pollutants, above, discusses some of the public health impacts and ways in which homeowners can be educated on strategies to reduce risks from many of these pollutants.

Section II – Award Information

A. What is the amount of funding available?

EPA Region 10 plans to award between \$15,000 and \$35,000 for each selected proposal with a total of approximately \$130,000 available for all awards. Total funding for fiscal year 2008 will depend on funding availability and the quality of proposals received. In fiscal year 2007 Region 10's Indoor Air and State and Tribal Air programs awarded a total of \$180,000 in grants.

B. How many agreements will EPA award in the competition?

EPA Region 10 anticipates awarding up to six grants for fiscal year 2008. In addition, EPA reserves the right to make additional awards under this announcement, consistent with Agency policy, if additional funding becomes available after the original selections. Any additional selections for awards will be made no later than four months from the date of original selection date.

C. What is the project period for awards resulting from this solicitation?

All grants will have a 9/1/2008 or later start date. The project periods may vary between 12 to 24 months.

D. Will EPA consider partial funding for proposed projects?

No. All selected proposals will be negotiated and awarded in full negotiated amount.

Section III – Eligibility Information

A. Eligible Entities

Assistance under this program is generally available to States, territories, Indian Tribes, and possessions of the U.S., including the District of Columbia; international organizations; public and private universities and colleges; hospitals; laboratories; and other public or private nonprofit institutions, which submit applications proposing projects with significant technical merit and relevance to EPA's Office of Air and Radiation's mission.

Nonprofit organization, as defined by OMB Circular A-122, means any corporation, trust association, cooperative, or other organization which: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. Note that OMB Circular A-122 specifically excludes the following types of organizations from the definition of "nonprofit organization" because they are separately defined in the Circular: (i) colleges and universities; (ii) hospitals; (iii) state, local, and federally-recognized Indian tribal governments; and (iv) those non-profit organizations which are excluded from coverage of this Circular in accordance with paragraph 5 of the Circular.

Nonprofit organizations described in Section 501(c)(4) of the Internal Revenue Code that engages in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995 are not eligible to apply.

B. Are matching funds required?

No.

C. Threshold Eligibility Criteria

These are requirements that if not met by the time of proposal submission will result in elimination of the proposal from consideration for funding. Only proposals from eligible entities (see above) that meet all of these criteria will be evaluated against the ranking factors in Section V of this announcement. Applicants deemed ineligible for funding consideration as a result of the threshold eligibility review will be notified within 15 calendar days of the ineligibility determination.

I.

- a. Proposals must substantially comply with the proposal submission instructions and requirements set forth in Section IV of this announcement or else they will be rejected. However, where a page limit is expressed in Section IV with respect to the proposal, pages in excess of the page limitation will not be reviewed.

- b. In addition, proposals must be postmarked or received by the EPA or through www.grants.gov, as specified in Section IV of this announcement, on or before the proposal submission deadline published in Section IV of this announcement. Applicants are responsible for ensuring that their proposal reaches the designated person/office specified in Section IV of the announcement by the submission deadline.
 - c. Proposals postmarked or received after the submission deadline will be considered late and returned to the sender without further consideration unless the applicant can clearly demonstrate that it was late due to EPA mishandling. Applicants should confirm receipt of their proposal with Davis Zhen at (206) 553-7660 or zhen.davis@epa.gov as soon as possible after the submission deadline — failure to do so may result in your proposal not being reviewed.
2. ***Proposals must address one or more of the priority areas identified in Section I.C and address any applicable requirements expressed in Section I.C that apply to proposals under a priority area . In addition, to be eligible for funding consideration, a project’s focus must consist of activities within the statutory terms of Section 103 of the Clean Air Act.*** Generally, a project must address the causes, effects, extent, prevention, reduction, and elimination of air pollution. These activities should relate to the gathering or transferring of information or advancing the state of knowledge. Proposals should emphasize this “learning” concept, as opposed to “fixing” an environmental problem via a well-established method. For example, a proposal to plant some trees in an economically depressed area, in order to prevent erosion, would probably not, in itself, fall within the statutory terms “research, studies” etc., nor would a proposal to start a routine recycling program. The statutory term “demonstration” can encompass the first instance of the application of a pollution control technique, or an innovative application of a previously used method. However, EPA cannot fund demonstration projects year after year for an indefinite period of time. Proposals relating to other topics which are sometimes included within the term “environment” such as recreation, conservation, restoration, protection of wildlife habitats, etc., must describe the relationship of these topics to the statutorily required purpose of pollution prevention and/or control.
 3. ***Proposals must be intended to serve either tribal communities or State/local communities in Region 10 states (Alaska, Idaho, Oregon, and Washington) and this must be identified in the proposal.***
 4. ***Neither email submissions nor faxed applications will be accepted.***

Section IV – Application and Submission Information

A. Content and Form of Application Submission.

Narrative proposals, as described below, must not exceed eight single spaced pages (not including Standard Form SF-424, SF-424A, and letters of support/commitment). Page size

should be 8.5 x 11” with font size of 11 points or larger and margins no smaller than one inch. **Information beyond eight pages will not be reviewed.** Full application packages should not be submitted at this time-- final applications will be requested from those eligible entities whose proposal has been successfully evaluated and preliminarily recommended for award.. All proposals must include the following information and address the evaluation criteria in Section V:

- Completed Standard Form SF 424¹, Application for Federal Assistance with DUNS number (see Section VIII for details).
- Completed Standard Form SF 424A, Budget Information – Section B.
- Narrative Proposal-subject to the 8 page limit:
 - Project Title.
 - Name of applicant organization.
 - Contact information, including name, phone number, fax number, address and email.
 - The IAQ priority (Section I) addressed by this project.
 - Does the proposal serve Tribal communities or State/Local communities?
 - The beginning and ending dates of the project.²
 - A brief description of the need for the project and how it addresses the IAQ priority areas.
 - Applicant’s programmatic capability:
 - Submit a list of federally funded assistance agreements (**assistance agreements include Federal grants and cooperative agreements but not Federal contracts**) similar in size, scope and relevance to the proposed project that your organization performed within the last three years (no more than 5, and preferably EPA agreements) and describe (i) whether, and how, you were able to successfully complete and manage those agreements and (ii) your history of meeting the reporting requirements under those agreements including submitting acceptable final technical reports. In evaluating applicants under these factors in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available past performance or reporting information, please indicate this in the proposal and you will receive a neutral score for these factors under Section V.
 - In addition, provide information on your organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and your staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project.

¹ Standard Forms 424 and 424A may be obtained from the following website
http://www.whitehouse.gov/omb/grants/grants_forms.html

The web version of the forms allows you to fill them out electronically (although you may not be able to save the file once you have filled them out).

² Start dates should be on or after September 1, 2008

- Applicant's Past Performance on Environmental Results:
- Submit a list of federally funded assistance agreements (**assistance agreements include Federal grants and cooperative agreements but not Federal contracts**) that **your organization** performed within the last three years (no more than 5, and preferably EPA agreements), and describe how you documented and/or reported on whether you were making progress towards achieving the expected results (e.g., outputs and outcomes) under those agreements. If you were not making progress, please indicate whether, and how, you documented why not. In evaluating applicants under this factor in Section V, EPA will consider the information provided by the applicant and may also consider relevant information from other sources, including information from EPA files and from current and prior Federal agency grantors (e.g., to verify and/or supplement the information provided by the applicant). If you do not have any relevant or available environmental results past performance information, please indicate this in the proposal and you will receive a neutral score for this factor under Section V.
- A work plan including:
 - A description of the project and how it addresses any applicable requirements for the priority area as stated in Section I.C.
 - Outputs: Activities or deliverables accomplished by the grant.
Examples of outputs: *IAQ Tools for Schools* will be adopted in X number of schools serving X number of children. OR, X number of trainings will be held, and X number of school nurses will be trained.
 - Outcomes: Measure health or environmental improvements that result from the grant outputs.
Examples of outcomes: Reductions in schools days missed because of illness, reductions in reported asthma attacks, measurable changes in indoor air, increased public knowledge.
(We understand these can be tough and expensive to measure, but any information you can collect or estimate is very helpful).
 - Target Audience/concerns may include but is not limited to: Children's Environmental Health, Environmental Justice, Environmental Management of Asthma, Community Based Coalition, Native American Issues, and Schools Environmental Health.
 - A plan for tracking and measuring the applicants progress towards achieving the expected project outcomes and outputs.
 - An explanation of how the project or portions of it will be sustained beyond the life of EPA financial assistance.
 - A brief budget narrative containing the following categories:
 - ❖ Personnel
 - ❖ Fringe benefits
 - ❖ Travel
 - ❖ Equipment (materials that are greater than \$5000 per piece)
 - ❖ Supplies (material that are less than \$5000 per piece)
 - ❖ Contractual

- ❖ Other/miscellaneous costs
- ❖ Total direct costs (sum of above costs)
- ❖ Indirect charges (either be a negotiated rate with a federal agency or calculated “actual” rate)
- ❖ Total

Please include a brief breakdown of costs (such as salary and benefit rates, number of trips taken and cost per trip). If staff will need training or you will need to purchase IAQ monitoring equipment for your organization, be sure to include that in the budget.

Note: When formulating budgets for proposals/applications, applicants must not include management fees or similar charges in excess of the direct costs and indirect costs at the rate approved by the applicants cognizant audit agency, or at the rate provided for by the terms of the agreement negotiated with EPA. The term "management fees or similar charges" refers to expenses added to the direct costs in order to accumulate and reserve funds for ongoing business expenses, unforeseen liabilities, or for other similar costs that are not allowable under EPA assistance agreements. Management fees or similar charges may not be used to improve or expand the project funded under this agreement, except to the extent authorized as a direct cost of carrying out the scope of work.

- All projects must include at least one letter of support from the partners or the communities where the project will serve. If you are proposing to do *IAQ Tools for Schools* work, include the letters of commitment as stated in Section I.C. The letters do not count toward the page total.

B. Multiple proposals

Applicants may submit up to two proposals under this FRP so long as one is to serve tribal communities and the other is for State/local communities. Applicants interested in serving both tribal and State/local communities must therefore submit a separate proposal for each.

C. Submission Dates and Times

Proposals must be postmarked or received by EPA Region 10 or through grants.gov by the closing date and time. **No late proposal will be accepted. The closing date and time is April 4, 2008, 5:00 p.m. Pacific Standard Time (PST)**

Please note that you may choose to apply under this announcement in one of the two ways. If you wish to apply with hard copy submission, please follow the instructions under “Hard Copy Submission” below. If you wish to apply electronically, you may apply via Grants.gov, please follow the appropriate instructions under “Electronic Submission” below. EPA encourages applicants to submit their proposal materials electronically through <http://www.grants.gov>.

Neither email submissions nor faxed applications will be accepted. EPA Region 10 will send acknowledgments to applicants upon receipt of the proposal.

Hard Copy Submission

If an applicant chooses to submit a hard copy of the proposal package as described in Section IV.A please send or hand deliver all original signed copies of it to:

U.S. EPA Region 10
Attn: Davis Zhen
1200 Sixth Avenue, Suite 900
AWT-107
Seattle, WA 98101

Grants.gov Submission Instructions

The electronic submission of your proposal must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to <http://www.grants.gov> and click on “Get Registered” on the left side of the page.

****Registration process may take a week or longer to complete. If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.**

To begin the proposal process under this grant announcement, go to <http://www.grants.gov> and click on the “Apply for Grants” tab on the left side of the page. Then click on “Apply Step 1: Download a Grant Application Package” to download the compatible Adobe viewer and obtain the application package. **To apply through grants.gov you must use Adobe Reader applications and download the compatible Adobe Reader version ([Adobe Reader applications are available to download for free on the Grants.gov website. For more information on Adobe Reader please visit the Help section on grants.gov at <http://www.grants.gov/help/help.jsp> or \[http://www.grants.gov/aboutgrants/program_status.jsp\]\(http://www.grants.gov/aboutgrants/program_status.jsp\)](#)).**

Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-R10-IAQ-01-08, or the CFDA number that applies to the announcement (CFDA 66.034), in the appropriate field. You may also be able to access the application package by clicking on the “Application” button at the top right of the synopsis page for this announcement on <http://www.grants.gov> (to find the synopsis page, go to <http://www.grants.gov> and click on the “Find Grant Opportunities” button on the left side of the page and then go to Search Opportunities and use the Browse by Agency feature to find EPA opportunities).

Grants.gov Proposal Submission Deadline

Your organization's AOR (Authorized Representative) must submit your complete proposal package as described below and in Section IV.A of the announcement electronically to EPA through Grants.gov (<http://www.grants.gov>) no later than **5:00 p.m. PST on April 4, 2008**.

Proposal Materials

The following forms and documents are required to be submitted under this announcement:

- I. Application of Federal Assistance (SF-424)**
- II. Budget Information for Non-construction Programs (SF-424A)**
- III. Narrative Proposal**

The proposal package *must* include all of the following materials:

I. Application of Federal Assistance (SF-424)

Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424.

Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

II. Budget Information for Non-construction Programs (SF-424A)

Complete the form. There are no attachments.

The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.

III. Narrative Proposal

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file and be prepared as described in Section IV. A of the announcement.

Application Preparation and Submission Instructions

Documents I through III listed under Application Materials above should appear in the “Mandatory Documents” box on the Grants.gov grant Application Package page.

For documents I and II, click on the appropriate form and then click “Open Form” below the box. The fields that must be completed will be highlighted in yellow. Optional fields and complete fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click “Save.” When you return to the electronic Grant Application Package page, click on the form you just complete, and then click on the box that says “Move Form to Submission List.” This action will move the document over to the box that says, “Mandatory Completed Documents for Submission.”

For document III, you will need to attach electronic files. Prepare your narrative proposal as described above in Section IV A of the announcement and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there are other attachments that you would like to submit to accompany your proposal such as letters of commitment or support, you may click “Add Optional Project narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

Once you have finished filling out all of the forms/attachments and they appear in one of the “Completed Documents for Submission” boxes, click the “Save” button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: “Applicant name – FY 08 – Assoc Prog Supp – 1st Submission” or “Applicant Name – FY08 Assoc Prog Supp – Backup Submission.” If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to “Applicant Name – FY08 Assoc Prog Supp – 2nd Submission.”

Once your proposal package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the “Application Filing Name” box, your AOR should enter your organization’s name (abbreviate where possible), the fiscal year (e.g., FY08), and the grant category (e.g., Assoc Prog Supp). The filing name should not exceed 40 characters. From the “Grant Application Package” page, your AOR may submit the application package by clicking the “Submit” button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at <http://www.grants.gov/help/help.jsp> or contact Davis Zhen (Project Officer for this announcement).

Proposal packages submitted thru Grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (not from support@grant.gov) within 30 days of the proposal deadline, please contact Davis Zhen at (206) 553-7660 or zhen.davis@epa.gov. Failure to do so may result in your proposal not being reviewed

D. Confidential Business Information

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application/proposal as confidential business information. EPA will evaluate confidential claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications/proposals or portions of applications/proposals they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

E. Can funding be used for the applicant to make subawards, acquire contract services or fund partnerships?

EPA awards funds to one eligible applicant as the recipient even if other eligible applicants are named as partners or co-applicants or members of a coalition or consortium. The recipient is accountable to EPA for the proper expenditure of funds.

Funding may be used to provide subgrants or subawards of financial assistance, which includes using subawards or subgrants to fund partnerships, provided the recipient complies with applicable requirements for subawards or subgrants including those contained in 40 [CFR](#) Parts 30 or 31, as appropriate. Applicants must compete contracts for services and products, including consultant contracts, and conduct cost and price analyses to the extent required by the procurement provisions of the regulations at 40 CFR Parts 30 or 31, as appropriate. The regulations also contain limitations on consultant compensation. Applicants are not required to identify subawardees/subgrantees and/or contractors (including consultants) in their proposal/application. However, if they do, the fact that an applicant selected for award has named a specific subawardee/subgrantee, contractor, or consultant in the proposal/application EPA selects for funding does not relieve the applicant of its

obligations to comply with subaward/subgrant and/or competitive procurement requirements as appropriate. Please note that applicants may not award sole source contracts to consulting, engineering or other firms assisting applicants with the proposal solely based on the firm's role in preparing the proposal/application.

Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement by using these instruments to acquire commercial services or products from for-profit organizations to carry out its assistance agreement. The nature of the transaction between the recipient and the subawardee or subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section .210 of [OMB Circular A-133](#) , and the definitions of subaward at 40 CFR 30.2(ff) or subgrant at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions. Applicants acquiring commercial goods or services must comply with the competitive procurement standards in 40 CFR Part 30 or 40 CFR Part 31.36 and cannot use a subaward/subgrant as the funding mechanism.

F. How will an applicant's proposed subawardees/subgrantees and contractors be considered during the evaluation process described in Section V of the announcement?

Section V of the announcement describes the evaluation criteria and evaluation process that will be used by EPA to make selections under this announcement. During this evaluation, except for those criteria that relate to the applicant's own qualifications, past performance, and reporting history, the review panel will consider, if appropriate and relevant, the qualifications, expertise, and experience of:

- (i) an applicant's named subawardees/subgrantees identified in the proposal/application if the applicant demonstrates in the proposal/application that if it receives an award that the subaward/subgrant will be properly awarded consistent with the applicable regulations in 40 CFR Parts 30 or 31. For example, applicants must not use subawards/subgrants to obtain commercial services or products from for profit firms or individual consultants.
- (ii) an applicant's named contractor(s), including consultants, identified in the proposal/application if the applicant demonstrates in its proposal/application that the contractor(s) was selected in compliance with the competitive Procurement Standards in 40 CFR Part 30 or 40 CFR 31.36 as appropriate. For example, an applicant must demonstrate that it selected the contractor(s) competitively or that a proper non-competitive sole-source award consistent with the regulations will be made to the contractor(s), that efforts were made to provide small and disadvantaged businesses with opportunities to compete, and that some form of cost or price analysis was conducted. EPA may not accept sole source justifications for contracts for services or products that are otherwise readily available in the commercial marketplace.

EPA will not consider the qualifications, experience, and expertise of named subawardees/subgrantees and/or named contractor(s) during the proposal/application evaluation process unless the applicant complies with these requirements.

G. Pre-Proposal Assistance and Communications

In accordance with EPA's Assistance Agreement Competition Policy (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their proposals. However, EPA will respond to questions in writing from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement.

Section V – Application Review Information

Only those eligible applicants who meet the threshold criteria in Section III will be evaluated based on the criteria below. Proposals which are best able to directly and explicitly address these criteria will have a greater likelihood of being selected for award. Each proposal will be rated under a points system, with a total of 100 points possible.

A. Evaluation Criteria

All proposals will be evaluated based on the following criteria:

- a) The completeness of the proposal and whether it includes all of the information requested in Section IV.A **(4 pts)**.
- b) The clarity of the goals/objectives for addressing the IAQ priority that the proposal focuses on **(10 pts)**.
- c) Programmatic capability **(12 pts-3 points for each subfactor)**.

Under this criterion, applicants will be evaluated based on their ability to successfully complete and manage the proposed project taking into account the applicant's:

- (i) past performance in successfully completing and managing federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years,
- (ii) history of meeting reporting requirements under federally funded assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) similar in size, scope, and relevance to the proposed project performed within the last 3 years and submitting acceptable final technical reports under those agreements,
- (iii) organizational experience and plan for timely and successfully achieving the objectives of the proposed project, and
- (iv) staff expertise/qualifications, staff knowledge, and resources or the ability to obtain them, to successfully achieve the goals of the proposed project. Note: In evaluating applicants under this criterion, the Agency will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current

grantors (e.g., to verify and/or supplement the information supplied by the applicant).

Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applications with no relevant or available past performance or reporting history (items i and ii) will receive a neutral score (1.5 points) for those factors.

d) Past performance on environmental results **(4 pts)**.

Under this criterion, applicants will be evaluated based on the extent and quality to which they adequately documented and/or reported on their progress towards achieving the expected results (e.g., outcomes and outputs) under Federal agency assistance agreements (assistance agreements include Federal grants and cooperative agreements but not Federal contracts) performed within the last three years, and if such progress was not being made whether the applicant adequately documented and/or reported why not.

Note: In evaluating applicants under this factor, EPA will consider the information provided by the applicant and may also consider relevant information from other sources including agency files and prior/current grantors (e.g., to verify and/or supplement the information supplied by the applicant). Applicants with no relevant or available past performance reporting history will receive a neutral score (2 points) for this factor.

- e) The clarity of the budget and reasonableness of costs **(10 pts)**.
- f) Target audience and address concerns **(10 pts)**. Under this criterion, applicants will be evaluated on how well they describe the target audience, including its population size and the extent to which it includes any sensitive populations and potential environmental justice or other disproportionately affected communities. In addition, applicants will be evaluated on how comprehensive their approach is in assisting the target audience in the priority areas described in Section I.C.
- g) Strategies to provide information on program coordination and general indoor air quality within the targeted population **(10 pts)**.
- h) Outputs and anticipated short and long term outcomes **(15 pts)**.
- i) The plan for tracking and measuring progress towards achieving the expected project outputs and outcomes **(10 pts)**.
- j) Benefits to communities: the extent to which the project can be implemented in the targeted communities and provide benefits to the targeted communities. **(10 pts)**.
- k) Project sustainability beyond the life of EPA financial assistance **(5 pts)**.

B. Review and Selection Process

Applicants will first be evaluated to determine if they meet the eligibility criteria in Section III and will be disqualified if they do not meet the criteria. All remaining proposals will be reviewed, evaluated, and ranked by a panel of EPA reviewers using the above evaluation criteria.

While all eligible proposals submitted under this announcement will be evaluated against the above criteria, proposals submitted to serve tribal communities will be evaluated against each other and proposals to serve State/Local communities will be evaluated against each other. The highest ranking proposals from each category will be recommended for award. However, there is no guarantee that an award will be made in each category.

C. Other Factors

In making the final funding decisions among the most highly rated proposals in each category (Tribal, State/Local), the Selection Official will consider the review panel recommendations and rankings and may also consider geographical diversity and programmatic priorities.

Section VI – Award Administration Information

A. Award Notices

Selections will be made approximately six weeks after the closing date of the announcement. An applicant whose proposal is selected as a finalist must complete the full grant application forms prior to award (see 40 CFR 30.12 and 31.10).

Air quality grants are awarded under the authority of Section 103(b) of the Clean Air Act & 42 USCA 7403. The regulations governing the award and administration of air quality projects are 40 CFR part 30 (community based organizations or coalitions, non-profit organizations, and colleges and universities or other institutions of higher education); and 40 CFR part 31 (State, Tribal, county city or local health or environmental agencies or departments).

B. EPA Funding

EPA grant funds may be used only for the purposes set forth in the grant agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for matching funds for other Federal grants, lobbying, or intervention in Federal regulatory or adjudicatory proceedings. In addition, Federal funds may not be used to sue the Federal government or any other government entity. All costs identified in the budget must conform to applicable Federal Cost Principles contained in OMB Circular A-87, A-122, and A-21, as appropriate. Ineligible costs will be reduced from final grant award.

C. Reporting

Grant recipients must submit quarterly progress reports and annual Financial Status Reports will be required. The quarterly reports should explain the status of each work plan task and deliverable, describe the project activities and provide the EPA Project Officer with information about project development. EPA expects grantees to report environmental results, when they are achieved, as a part of quarterly reporting. Quarterly reports may be submitted via email or paper. Reports may not be submitted by fax. The Financial Status Report (FSR) must accurately account for all federal funds expended and identify appropriate use of federal funds. A final programmatic and Financial Status Report will be required at the expiration or termination of the grant.

D. Disputes

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 FR (Federal Register) 3629, 3639 (January 26, 2005) which can be found at the following web address:

<http://frwebgate2.access.gpo.gov/cgi-bin/waisgate.cgi?WAISdocID=721859391450+1+0+0&WAISaction=retrieve>

E. Pre-Award Administrative Capability Review

Non-profit applicants that are recommended for funding under this announcement are subject to pre-award administrative capability reviews consistent with Section 8b, 8c and 9d of EPA Order 5700.8 - Policy on Assessing Capabilities of Non-Profit Applicants for Managing Assistance Awards (http://www.epa.gov/ogd/grants/award/5700_8.pdf). In addition, non-profit applicants that qualify for funding may, depending on the size of the award, be required to fill out and submit to the Grants Management Office the Administrative Capabilities Form with supporting documents contained in Appendix A of EPA Order 5700.8.

Section VII – Agency Contact

FOR FURTHER INFORMATION CONTACT:

Davis Zhen
(206) 553-7660
Zhen.Davis@epa.gov

Section VIII – Other Information

EPA reserves the right to reject all proposals or applications and make no award as a result of this announcement or make fewer awards than anticipated.

The EPA Grant Award Officer is the only official that can bind the Agency to the expenditure of funds for selected projects resulting from this announcement.

Duns number: As of October 1, 2003, a Dun and Bradstreet Data Universal Numbering System (DUNS) number *must* be included in every Federal grant application. This number must be included in Section 5 of the Standard Form 424.

An organization may obtain a DUNS number at www.dnb.com. You should do this immediately as it take 30 business days to receive the number (however, you should first check that your organization has not already received one). There is no cost unless the organization requests expedited one-day processing, which entails a fee of \$40. The DUNS number is assigned only once and can then be used with any future grant application. *Please note that unless instructed otherwise Dun and Bradstreet may sell collected information to other companies.*